

COMMERCE SMALL PURCHASES SYSTEM (CSPS)
PROCUREMENT DESK PROCEDURES

23. Set Up/Maintain Product Service Codes

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| 23.1 | Introduction | This procedure describes how to set up and maintain the product service codes (PSC) in the system. The product service code data is entered via the CSPS “Product Service Code and Description Screen” (PR010). |
| 23.2 | Who Performs the Procedure | Designated procurement personnel will be responsible for entering and maintaining the product service code information. |
| 23.3 | Initiating the Process | Product service code information is entered when new product service codes need to be established or existing product service codes need to be changed. |
| 23.4 | How to Perform the Procedure | From the Main Menu, select Maintenance. From the Maintenance menu, select Procurement. From the Procurement menu, select “PR010 - Product Service Code”. Follow the steps below for PR010. |

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- 23.5 Creating a New Product Service Code** This procedure describes the steps necessary to create and activate a new product service code.

PR010 - Product Service Code and Description Screen

The screenshot shows a window titled "Product Service Code and Description Screen (PR010)". Inside the window is a table with four columns: PSC CODE, CODE DESCRIPTION, ACTIVE?, and STATUS DATE. The table contains 15 rows of data, all with a status date of 30-NOV-95. The first row is highlighted in blue.

PSC CODE	CODE DESCRIPTION	ACTIVE?	STATUS DATE
1005	GUNS THROUGH 30 MM	<input checked="" type="checkbox"/>	30-NOV-95
1010	GUNS OVER 30 MM UP TO 75 MM	<input checked="" type="checkbox"/>	30-NOV-95
1015	GUNS 75 MM THROUGH 125 MM	<input checked="" type="checkbox"/>	30-NOV-95
1020	GUNS 125 MM THROUGH 150 MM	<input checked="" type="checkbox"/>	30-NOV-95
1025	GUNS, OVER 150 MM THROUGH 200 MM	<input checked="" type="checkbox"/>	30-NOV-95
1030	GUNS OVER 200 MM THROUGH 300MM	<input checked="" type="checkbox"/>	30-NOV-95
1035	GUNS OVER 300 MM	<input checked="" type="checkbox"/>	30-NOV-95
1040	CHEMICAL WEAPONS AND EQUIPMENT	<input checked="" type="checkbox"/>	30-NOV-95
1045	LAUNCHERS TORPEDO AND DEPTH CH	<input checked="" type="checkbox"/>	30-NOV-95
1055	LAUNCHERS ROCKET AND PYROTECH	<input checked="" type="checkbox"/>	30-NOV-95
1070	NETS AND BOOMS ORDNANCE	<input checked="" type="checkbox"/>	30-NOV-95
1075	DEGAUSSING AND MINE SWEEP EQUI	<input checked="" type="checkbox"/>	30-NOV-95
1080	CAMOUFLAGE AND DECEPTION EQUIP	<input checked="" type="checkbox"/>	30-NOV-95
1090	ASSEMBLIES INTER TOW MORE CLAS	<input checked="" type="checkbox"/>	30-NOV-95
1095	MISCELLANEOUS WEAPONS	<input checked="" type="checkbox"/>	30-NOV-95

STEP	ACTION
1.	Click the "Create Record" icon in the toolbar (i.e., the "green plus" icon). A blank record will appear.
2.	In the PSC CODE field, enter the new product service code. The field holds up to 6 characters. Note: The PSC CODE must be unique.
3.	In the CODE DESCRIPTION field, enter a description of the product service code. The field holds up to 60 uppercase characters.
4.	In the ACTIVE field, click the field using the mouse or press the space bar to make the product service code active and available for use. If the product service code is inactive, leave this field blank.

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5.	The STATUS DATE field will reflect the date which the record was created.
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- 23.6 Querying a This procedure describes the steps necessary to query and**
Product Service display one or more product service codes.
Code

STEP	ACTION
1.	<p>Click the “Enter Query” icon on the toolbar. Any data on the screen will be removed.</p> <p>To retrieve all records in the system, do not enter data in any of the fields.</p> <p>To retrieve only a subset of records, enter the relevant information in the applicable fields to narrow the search. The ‘%’ character can be used in most fields as a wildcard character. For example, to query all records that include an ‘r’, type %r%.</p>
2.	<p>Click the “Execute Query” icon on the toolbar to execute the query. The system will retrieve all records meeting the specified criteria.</p>
3.	<p>Use the “down” and “up” arrows on the toolbar or on the keyboard to view the retrieved records.</p>